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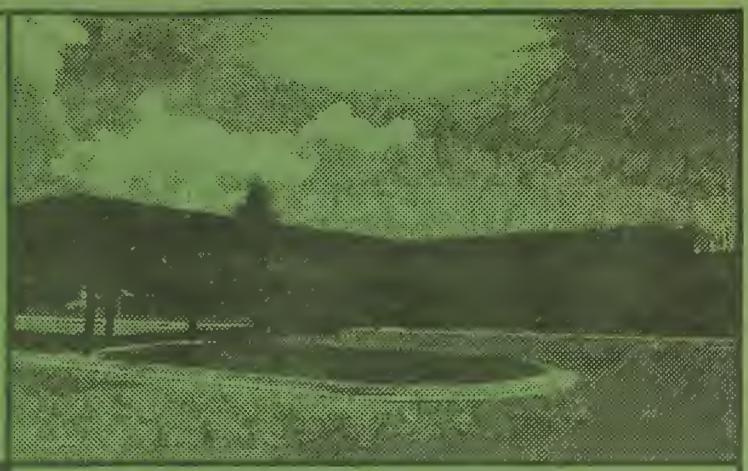
Martinsburg Computing Center



Telephone User's Guide

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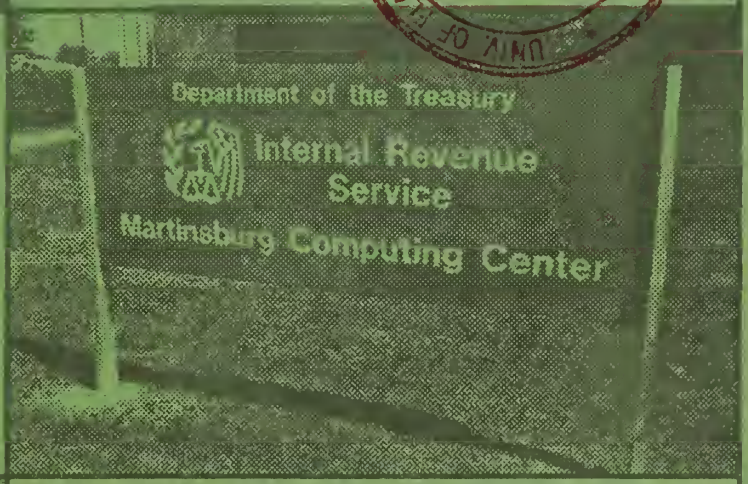

April 1991

Internal Revenue Service

Doc. 7755 (4-91)
Cat. No. 13215B

MCC Document 101 (4/91)

MARTINSBURG COMPUTING CENTER

NATIONAL INFORMATION SYSTEMS TRAINING CENTER

MARTINSBURG STORAGE FACILITY

TELEPHONE USERS GUIDE

This telephone directory is published to provide telephone number information and dialing instructions to employees of the Martinsburg Computing Center, National Information Systems Training Center and the Martinsburg Storage Facility. It was compiled from the most recently available information. Any corrections or changes for the next publication should be submitted to the Telecommunications Section, on Form MCC-321, MCC Telephone Directory Update.

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EMERGENCY INFORMATION

The SAFETY and SECURITY of ALL EMPLOYEES is everyone's concern. Please cooperate by observing all safety procedures. If you need additional information, contact your Manager, Security Office (267-0217), or Safety Officer (267-0209).

TO REPORT ANY TYPE OF EMERGENCY, CALL EXTENSION 444 AND STATE:

1. Your Name
2. Type of Emergency
3. Location of Emergency
4. Any Injuries

EMERGENCY NUMBERS

INTERNAL REVENUE PROTECTIVE OFFICERS (IRPOs)	444
SECURITY & DISCLOSURE STAFF	267-0246
OPERATIONS BRANCH CHIEF	342
FACILITIES MANAGEMENT BRANCH	267-0236
BUILDING OPERATIONS	267-0234

EMERGENCY NUMBERS (OUTSIDE MCC)

AMBULANCE	9-911
FIRE	9-911
SHERIFF'S DEPARTMENT	9-267-7000
STATE POLICE	9-267-0000
POISON CONTROL CENTER	1-800-642-3625

FIRE

In the event of a fire:

Alert personnel in the immediate vicinity of the fire.

Call the Protective Officer's console at extension 444/445.
DO NOT CALL the FIRE DEPARTMENT.

Provide the following information:

1. Your name and telephone extension
2. Location of the fire and type of fire (paper, electrical, etc.)
3. Extent of any injuries

BOMB THREAT

Upon receipt of a bomb threat by telephone, the employee receiving the call will:

REMAIN CALM.

Listen to the message carefully, write it down word-for-word if possible.

Ask the caller to repeat the message. Try to determine the characteristics of the voice (i.e., male, female, any accent, is the caller sober, calm, emphatic, irrational, etc.).

Listen for background noises or conversation.

Try to get the caller to tell where the bomb is placed and when it is due to go off.

KEEP THE CALL CONFIDENTIAL.

After the caller hangs up, immediately report the call to your supervisor and the Law Enforcement Officer on Extension 444.

Complete the Bomb Threat Data Report and turn it in to your supervisor.

Wait for further instructions over the public address system or from your supervisor.

BOMB THREAT DATA REPORT

Number at which call was received:_____
Date received_____Time received_____am/pm Time ended_____am/pm
Call received by_____ _____Position_____Phone #_____

REMAIN CALM. Please try to record below the exact words spoken by the caller. Ask the message to be repeated - *keep the caller talking*.

_____
_____
_____

Request Specific Information:

Where in the building is the bomb placed? _____
When will the bomb explode? _____
What will cause the bomb to explode? _____
What kind of bomb is it? _____
What does the bomb look like? _____
Why was the bomb placed? _____
Where are you calling from?_____
What is your address?_____
What is your name?_____

VOICE DESCRIPTION:

_____Male _____Female _____Young _____Middle Age _____Old_____Accent/Impediment

CALLER'S VOICE:

_____Accent
_____Angry
_____Calm
_____Clearing throat
_____Cracking voice
_____Crying
_____Deep
_____Deep breathing
_____Distinct
_____Distinguished
_____Excited
_____Familiar
_____Lisp
_____Loud
_____Muffled
_____Nasal
_____Normal
_____Ragged
_____Rapid
_____Raspy
_____Slow
_____Slurred
_____Soft
_____Stutter

If voice is familiar, who does it sound like?_____

BACKGROUND SOUNDS:

_____Animal noises
_____Booth
_____Clear
_____Crockery/dishes
_____Factory machines
_____House noises
_____Local
_____Long distance
_____Motor traffic
_____Music
_____Office machines
_____PA System
_____Static
_____Street noises
_____Voices
_____Other _____

Threat Language:

_____Well spoken
_____Foul
_____Incoherent
_____Message read by threat maker
_____Irrational
_____Broken English
_____Taped message

Remarks:_____
_____

REPORT CALL IMMEDIATELY TO: Immediate Supervisor and Security and Disclosure Branch, 267-0246 or 267-0210.

EMPLOYEE SERVICES AND SPECIAL EMPHASIS PROGRAMS

CADE - Career Development for Lower Graded Employees

Coordinator	Gregory A Frye	R:HR:E	274

Credit Union

Office Manager	Suzy Martz	288

Hours: Monday thru Friday 8:00 a.m. - 4:00 p.m.

Employee Assistance Program

Coordinator	Larry Cooper	R:HR:L	392
EAP Counselor	Antietam Health Services		(800) 635-2774 or (301) 582-3190

EEO Equal Employment Opportunity Program

EEO Officer	Rose M. Taylor	M:EEO	203

EEO is a system of employment practices under which individuals are not excluded from any participation, advancement, or benefits because of their race, color, religion, sex, national origin, age or mental/ physical handicap that cannot lawfully be the basis for employment actions.

EEO Counselors are responsible for establishing an open and sympathetic channel in which employees and managers attempt to reach informal agreements usually acceptable with regard to resolutions to problems related to Equal Employment Opportunities.

The *EEO Advisory Committee* is composed of six members. Three members are appointed by the NTEU Chapter #82 and three are appointed by management. The committee serves as a continuing link of communication between management and the total workforce.

EEO Investigator	Harry Smith	O:B	214

The *EEO Investigator* is responsible for conducting EEO investigations but not for investigating cases within MCC.

FEORP Federal Equal Opportunity Recruitment Program

FEORP Coordinator	Donna Bonjo	R:HR:E	275

The Federal Equal Opportunity Recruitment Program was organized to help eliminate the underrepresentation of women and minorities in the applicant supply pool within the IRS and at MCC.

SEPM - Special Emphasis Program

Program Manager	Lester Daughteridge	203

The Special Emphasis Program was formed to ensure that the pool of qualified Black/Hispanic/Asian/Native American applicants for employment and advancement opportunities increased in the IRS and MCC.

Federal Womens Program

FWP Program Manager	Valorie Hughes	203

The Federal Womens Program was designed to enhance the employment and advancement opportunities for women in the Federal Government.

NTEU Chapter #82

President	Craig D Lopp		443
Chief Representative	Richard A Lightcap	O:D	343

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ORGANIZATION INDEX

OFFICE		EXTENSION (FTS 937)	DATA NUMBER
Office of the Director (ISM:M)			
Director	Jerry Rabe	261	267-3700
Secretary	Phyllis M Hilliard	261	267-3703
Assistant Director	Thomas H Dega	548	267-3701
Secretary	Kim D Bloyer	548	267-3704
Staff Assistant	Charles H Koeneke, Jr	447	267-3702
Secretary	Joyce H Schell	447	
Writer/Editor MCC ReveNEWS	Leslie A McClurken	267-0463	
Equal Employment Opportunity Office (ISM:M:EEO)			
EEO Officer	Rose Taylor	203	937-8203
Resources Management Division (ISM:M:R)			
Chief	Barbara L Hess	380	267-3705
Secretary	Gloria J Noud	380	
Human Resources Branch (ISM:M:R:HR)			
Chief	Garry P Kennedy	271	267-3708
Secretary		271	
MCC-OIA Project Officer	Cindy Snyder Calhoun	267-0262	267-0263
Management Analysts	Judy A Heflin	267-0273	
	Dorothy L Lorenz	267-0278	
Management Assistant	Brenda S Alwin	384	
Employment and Processing Section (ISM:M:R:HR:E)			
Chief	Evelyn E Sanders	172	
Personnel Management Specialists	Donna Bonjo	275	
	Nancy A Bechdel	397	
	Greg A Frye	274	
	Paulette D Sealey	311	

Employment and Processing Section (cont.)

Personnel Assistants	Henrietta S Aulabaugh	407	
	Nancy King	226	
	Debra Stewart	272	
	Dana Szaflarski	247	
Personnel Clerks	Barbara Baker	524	
	Bonita Grove	523	

Labor Relations and Special Programs Section (ISM:M:R:HR:L)

Chief		Richard G Clark	273	267-3707
	Labor Relations Specialists	June D Brogley	277	
		Deborah I Wilson	525	
	Labor Relations Assistant	Larry Cooper	392	
	Time and Leave Clerks	Nancy A Pritt	298	
		Alma L Rockwell	295	
	Information Receptionist	Donald P Plotner	440	

Training and Development Section (ISM:M:R:HR:T)

Chief		Marie B Nicol	267-0261	267-0294
	Clerk-Typist	Kathy Alexander	267-0285	
	Course Developer/Instructor	Daniel F Newbraugh	267-0260	
	Employee Development Specialists	Laura Mazer	267-0255	
		M Bea Douglas	267-0254	
		Cynthia J Hobday	267-0259	
	Employee Development Assistants	Dawn P Reidy	267-0257	
		Dana J Spiker	267-0251	
	Management Analyst	Melbourne H H MacQueen	267-0256	
	Employee Development Clerk		267-0249	

Facilities Management Branch (ISM:M:R:FM)

Chief		John H Lorenz	267-0236	267-0296
	Secretary	Sandra Long	267-0236	

Facilities Management Branch (cont.)

Mail and File Clerk	Debra A Collis	267-0233	
Management Analyst	Shirley I Collison	267-0204	

Building Operations Section (ISM:M:R:FM:B)

Chief	Daniel J Poyner	267-0234	267-0297
Secretary		267-0234	
Electrical Engineer	Michael K Crowther	267-0242	
O/A Poject Manager	Richard A Twigg	267-0206	
Management Assistants	Anita Cooper	267-0240	
	Timothy Kackley	267-0238	

Space and Construction Unit

Chief	Janet A Thompson	267-0232
Clerk-Typist	M Katherine Bowman	267-0230
Management Analysts	Pamela J Schaa	267-0239
	Beverly Ways	267-0479
Planner/Estimator	Garry Meyers	267-0526
Management Assistant	Cathy Carner	267-0209

Contracts and Procurement Unit

Chief		267-0200
Contract Specialist		267-0241
Purchasing Agents	Verdeana A Lindsey	267-0201
	Pat Ways	267-0202
Procurement Clerk		267-0203

Property, Supply and Transportation Section (ISM:M:R:FM:P)

Chief		267-0225	267-0286
Clerk	Terri A Hinzman	267-0222	

Property, Supply and Transportation Section (cont.)

Supply Clerks	Richard E Fox	267-0276
	Thomas W Mason	267-0224
Motor Vehicle Operators/Laborers	Lester D Keckley	267-0275
	Charles G Pitzer	267-0275
	Larry E Smith	267-0276
	Samuel B Staley	267-0228
Motor Vehicle Operator/Messenger	Joseph E Lightcap, Jr	267-0227

Security and Disclosure Branch (ISM:M:R:S)

Chief	Rick E Ware	267-0246	267-0295
Secretary	Carla A Noble	267-0246	
Program Analyst	Randy L East	267-0212	267-0291
Data Security Analysts	Robert W Butts	267-0211	
	Mark Day	267-0248	
	R Lin Dunham	267-0215	
	Marilyn E Ewan	267-0245	
	Jimmie L Hissam	267-0214	
Security and Disclosure Analyst	Vicki L McQuain	267-0210	
Security Clerk	Melinda L Furr	267-0217	
Information Receptionist (4:00 p.m. - 12:00 a.m.)	Joseph V Orlando	440	

Protective Officer Section (ISM:M:R:S:P)

Chief	Toney L Cook	222

Internal Revenue Protective Officers

Chief, Unit 1	Michael B. Kerr	444
	Lester Daughtridge	
	Charles T. Dempsey	
	Chester P. Foley	
	Charles A. Kidwiler	
	David D. Rotz	

Protective Officer Section (cont.)

Chief, Unit 2	Debra M. Harbaugh	444	
	John F Boylan		
	Gayle R Braithwaite		
	Ronald B Collins		
Chief, Unit 3	Larry W. Lindsay	444	
	Mack E. Baugh		
	Freeman Gallimore		
	Robert Newell		
	Lowell R Viertel		

Program Planning Division (ISM:M:P)

Chief		Richard M Smith	435	267-3732
	Secretary	Almeda J Pittsnogle	435	

Management Information Systems Branch (ISM:M:P:M)

Chief		Mark E Sunderlin	544	267-3740
	Secretary	Patricia L Reisberg	544	
	Computer Systems Analysts	Diane Y Hakala	562	267-3735
		Laurel A Himes	436	
	Office Automation Analysts	Kathryn A Minghini	312	
		Preston S Feathers	319	
		Scott G Kesecker	543	
	Visual Information Specialist	Sarah M Corley	545	

Change Management Branch (ISM:M:P:C)

Chief		Timothy J Smith	480	267-3739
	Secretary	Jean M Butcher	480	
	Program Analysts	William L Dick	375	
		Iris J Duckwall	372	
		Veda C Ford	538	
		David G Pentony	156	

Quality Coordination Office (ISM:M:P:Q)

	Quality Coordinator	Deborah A Youngblood	537	267-3744

Systems Modernization Staff (ISM:M:P:S)

Chief		Allen G Shogren	284	267-3737
	Secretary	Kymberly M Dell	284	
	Program Analysts	Dixie A Kesecker	513	267-3746
		Diana L Nave	158	267-3745
		Sandra L Ridenour	336	267-3738
	Computer Specialist		439	

Financial Management Branch (ISM:M:P:F)

Chief		Earl C Sampson, Jr	267-0208	267-0282
	Secretary	Rebecca S Bohrer	267-0208	
	Program Analysts	Roberta P May	267-0243	267-0283
		Sharon Y Wilson	267-0244	
	Management Analyst	Diane C Wells	267-0265	
	Budget Technician	Shannon B Rutherford	267-0216	

Information Returns Branch (ISM:M:P:I)

Chief		Jerry W Michael	462	267-3734
	Secretary	G Jean Sowers	462	
		Melisa A Cline	479	
	Management Analysts	Charles R Ritter	466	
		Peter P Peer	406	

Technical Section

Chief		R Joanne Feathers	267-3373	267-3733
	Clerk-Typist		267-3372	
	Computer Analysts	Phyllis A Allport	267-3377	
		Donald M Combs	267-3374	
		Michael L Letke	267-3378	
		Robert K Rogers	267-3379	
			267-3376	
			267-3381	

Technical Section (cont.)

	Computer Assistant	Gina M Largent	267-3375

Magnetic Media Section I

Chief		Robert D DiBartolomeo	533	267-3743
	Computer Specialist	Robert F Deneseus	256	
	Computer Assistants	Jacques E Billmyer	382	
		Deborah D Burger	469	
		Mary Lou Christy	488	
		Cecilia R Kilmer	130	
		Betty L Kitchen	463	
		Paula A McMasters	433	
		Cathy A Raney	239	
		Shelley L Roderick	129	
		Patricia K Talbott	111	
		Diane C Unger	293	
		Sarah C Unger	418	
		Jewel L Wall	305	
		Gary R Walters	243	
		Barbara W Weekley	207	
		Deborah J Whitacre	240	
	Clerks	Mary D Adelman	293	
		Gail L Cox	305	
		Lillian C Folk	111	
		Penny L Hensley	240	
		Patricia L Johnson	239	
		Dawn M McGee	469	

Magnetic Media Section II

Chief		Carole S Saum	467	267-3736
	Clerk-Typist	Kimberly S Galliher	308	
	Computer Specialists	Mark J Maslauskas	504	
		Melonie S Mose	508	
	Computer Assistants	Cathy J Allen	501	
		Kathryn L Bohrer	465	
		Brian M Copenhaver	414	
		Connie S DeHaven	167	

Comnputer Assistants	Kimberly L Everson	503	
	D Louise Fitzgerald	165	
	Arley M Galliher	507	
	Francis W Horan	509	
	DeVerle T Mohler	506	
	Marvin E Myers	294	
	Marvin V Roman	166	
	Linda K Shade	162	
Clerks	Carol J Garrett	167	
	Joy S Hammond	167	
	S Wayne Kipps	414	
	Joan M Mason	162	
	Pamela R Miller	501	
	Donna L Walters	501	

Computer Services Division (ISM:M:C)

Chief	John C Jardinier	390	267-3719
Secretary	Mavoureen Z Henry	390	
Assistant Chief	Walter L Brown	126	267-3720
Secretary	Barbara E Fox	126	
Management Analyst	Lowell C Butler, Jr	400	

Applications Support Branch (ISM:M:C:A)

Chief	Gerald E Rupert	394	267-3730
Secretary	Sandra Kay Hawvermale	394	

Master Files Section (ISM:M:C:A:M)

Chief	Richard L Krause	394	267-3725
Computer Programmer Analysts	Frances Drummond	408	
	Michael Little	297	
	Samuel G Long	421	
	Dwight L Ludwig	413	
	Larry R Mason	427	
	Duane R Peterson	131	
Computer Programmers	James M Barber	446	
	M Grace Giraldo	124	
	Thomas Hylton	425	
	Barbara M Lowe	120	

Master Files Section (cont.)

Computer Progammers	Patricia E Potter	122	
	Connie D Simmons	310	

Applications Development Section (ISM:M:C:A:A)

Chief		Daniel H Furst	394	267-3723
	Computer Programmer Analysts	Pieter H Francke	358	
		John L Hess	419	
		Leanna D McCullough	423	
		John S Metcalfe	395	
		Norman Underwood	428	
	Computer Programmers	Honore Castleman	422	
		Teresa J Hawbaker	234	
		Robin L Hitzel	152	
		Kevin M McPhee	415	
		Akiko Pentony	155	
		Richard Wallace	144	
		F Stephen Watson	416	

Systems Programming Branch (ISM:M:C:P)

Chief		Thomas P Roselius	515	267-3729
	Secretary	Kristie M Bartley	515	
	Project Leaders	Thomas W Kloster	449	267-3757
		George W. Mazer	453	267-3758

Operating Systems Section (ISM:M:C:P:O)

Chief			452	
	Computer Assistant		452	
	Computer Systems Programmers	Larry G Abrell	456	267-3759
		John W Baker	485	
		James P Bauer	149	
		Robert D Berry	269	
		Mary Jane Brannon	490	
		Aaron C Darnell	457	
		Dolores H Fridinger	454	
		Charles D Honiker	128	
		Alden E Hook	235	
		Chuck O Lentine	412	
		Peggy J Maslauskas	135	
		Catherine G Miller	489	

Operating Systems Section (cont.)

Computer Systems Programmers	William R Noud, Jr	450	
	Gordon E Sanders	145	
	R Laurance Schuster	426	
	B Scott Upwright	484	

Technical Support Branch ISM:M:C:T

Chief		Paul Gavin	371	267-3727
	Secretary	Tracy L Conner	371	

Data Management and Liaison Section (ISM:M:C:T:D)

Chief		Allen P Peacher	371	267-3728
	Computer Programmers	James P Capozzoli	486	
		Cheryl Gletner	164	
		Donna K Koper	110	
		Kenneth Mazer	540	
		Paul S Miller	281	
	Computer Programmer Analysts	Tamara Ciocci	429	
		Kevin D Coulter	471	
		Linda K Heck	123	
	Computer Assistant	Patsy O Hipp	404	

Capacity Management Section (ISM:M:C:T:C)

Chief		Richard L Bednarski	391	267-3722
	Secretary	Christine N Kimes	391	
	Computer Equipment Analysts	Michael D Dadd	417	
		Ron C Dellinger	424	
		Barbara A Pomeroy	286	
		Nancy R Trail	368	
	Operations Research Analyst	Dale A Leonard	374	
	Computer Systems Analysts	Janice C Breeden	377	
		Janet D Conner	318	
	Management Assistant	Connie S Myers	139	

Systems Services Branch (ISM:M:C:S)

Chief		Carmen G Maselli	229	267-3726
	Secretary	Lavina E Goodrich	229	

Processing Validation Section (ISM:M:C:S:P)

Chief		Diana L Alexander	291	267-3721
	Secretary	Eileen D Lewis	291	
	Clerk-Typists	Diane M Faith	115	
	Clerk-Typists	Kay Miller	292	
	Computer Assistant	Linda E Hess	116	

Unit I

Chief		Elizabeth A Scott	534
	Computer Assistants	Vivian E Brown (Lead)	333
		A Lee Sipe (Lead)	217
		Doris A Blackford	327
		Shelley D Butts	526
		Sandra A Creamer	324
		Susan B Kemp	323
		Bonnie S Rice	383
		Rebecca L Smith	321
		Elsie L Unger	320
		Reginia M Yowell	551

Unit II

Chief		Rebecca J Hutchinson	535
	Computer Assistants	Sharon K Feltner (Lead)	326
		Mary Jo French (Lead)	325
		Ruby J Adkins	334
		Brenda L Beard	329
		James L Blackford	331
		Sylvia D Harper	330
		Donna L Ruppenthal	332
		Connie Starliper	328

Telecommunications Section (ISM:M:C:S:T)

Chief		Mikel E Habel	224	267-3724
	Secretary	Jennie S Hull	224	
	Clerk-Typist	Pamela L Stier	224	

Telecommunications Section (cont.)

Computer Systems Programmers	Thomas Hornbaker	138
	John E Ostrowski	483
	Nancy J Rupert	409
Computer Equipment Analysts	Kathie J Ashton	529
	Jo Ann Beard	283
	Mike Parkins	282
	Vernon Roman	315
Computer Specialists	Lucinda Dick	317
	Ivan Hood	137
	Earl Stotler	258
Communication Technicans	Ruth A Decker	317
	Beulah L Dillow	258
	Spencer R Frankenberry	258
	Michael L McLaughlin	137
	Angelina V Quaglio	317
	Charles R Richard	137
	Roxanne L Spring	258

User Support Section (ISM:M:C:S:U)

Chief	Shelley S Stull	362	267-3731
Computer Clerk	Debra M Lupis	362	
Computer Assistants	Brenda D Dozier	364	
	Martha J Frye	266	
	Carolyn M Grantham	367	
	Darlene F Griffin	361	
	Patti J Lord	369	
	Karen E Middleton	359	
	Ronald L Woodford	363	
IDRS Correspondex Clerks	June M LeFever	366	
	Eula G Walters	481	

Systems Control Point

Computer Assistants	Janet I Ott	411
	Sandi K Peacher	410
	Kala T Spiker	402

Systems Operations Division (ISM:M:O)

Chief	James A Parrish	385	267-3709
Secretary	Michelle D Smith	385	
Assistant Chief	Gary E Brower	388	267-3710
Secretary	Sandra J Swink	388	

Operations Services Branch (ISM:M:O:S)

Chief	Gary L Koontz	238	267-3711
Secretary	Sherry M Albin	134	
	Christine M Cook	134	
Assistant Chief	Ellen L VanDeMark	230	267-3718

Workload Management/Computer Scheduling

Computer Specialists	Mary F Albright	241
	Faye A Basore	232
	Shirley B Grove	181
	Eleanor G Hollis	169
	Donald W Rowland	146
	Elizabeth F Tidmore	351
Computer Assistant	Jennifer A Shank	233

Operations Analysis

Lead Analyst	Kimberly R Rhoe	178
Management Analysts	Linda D Ballard	378
	Gerald F Cooperman	182
	Scott E Rockwell	179
	B Randall Thomas	262
	Sheila Washington	482
	Sharon D Wright	183
Management Assistant	Shari K Custer	238

Technical Support and Training Coordination

Technical Support Coordinator	Julien F Truitt	460
Automated Operations Project Manager	Daniel A Luttrell	399

Technical Support and Training Coordination (cont.)

Management Analysts	Jeri Lewis	396	
	Thomas O Miller	403	
Management Assistant	Marcy L Whittington	184	

Operations Branches

Branch Chief		342	267-3712
Branch A (ISM:M:O:A)	Linda D Howard		
Branch B (ISM:M:O:B)	John E Shriver		
Branch C (ISM:M:O:C)	Harold E Stewart		
Branch D (ISM:M:O:D)	P Wayne Ott		
Secretary/Support Secretary		342	
Branch A	Barbara L Coram/Crystal Thompson		
Branch B	Yvette M Everhart/		
Branch C	Patricia Cook Usery/		
Branch D	Brenda K Carper/Myra Carpenter		
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Chief	Ted Ramspeck	267-0310	267-0312
Secretary	Rexine Dickinson	267-0310	
Computer Programmer Analysts	Allan Balliett	267-0325	
	Tom Doyle	267-0318	
	Gerry Fitzgerald	267-0321	
	Vickie Flintjer	267-0316	
	Robert Halik	267-0319	
	Peter Kerrigan	267-0313	
	Debbie McBee	267-0320	
	Brian McCarthy	267-0314	
	Doug Shelter	267-0322	
	Joe Skoskie	267-0326	
	Beth Stahli	267-0324	
	Barbara White	267-0317	
	Phyllis Writt	267-0327	

* National Office employees with Post-Of-Duty in Martinsburg, West Virginia.
Office location: Martinsburg Federal Building

MCC/DCC System Integration Staff (ISM:M:I)**

Assistant Program Manager Disaster Recovery	Alan M Koper	267-0713	267-0452
Computer Programmer Analyst	Fred E Rupert, Jr	267-0868	
Assistant Program Manager BMF Modernization Project	James D'Elia	267-0678	267-0371
Computer Specialist	Dave Weekley	267-0826	
Computer Programmer Analyst	James Snapp	267-0693	

** National Office employees with Post-Of-Duty in Martinsburg, West Virginia.
Office Location: National Information Systems Training Center.

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METCALFE, John S	C:A:A	395
MEYERS, Garry	R:FM	267-0526
MICHAEL, Don R	O:D	343
MICHAEL, Jerry W	P:I	462
MICHAEL, Kevin G	O:A	343
MICHAEL, Mark C	O:D	343
MICHAEL, Marshall R	O:A	343
MIDDLETON, Joanne	O:B	343
MIDDLETON, Karen E	C:S:U	359
MILLER, Catherine G	C:P:O	489
MILLER, Cheri A	O:B	343
MILLER, Debra L	O:D	301
MILLER, Pamela R	P:I	501
MILLER, Paul S	C:T:D	281
MILLER, Sandra K	C:S:P	292
MILLER, Steven P	O:A	343
MILLER, Thomas O	O:S	536
MILLS, Betty L	O:C	343
MILLS, Gary L	O:A	343
MILLS, Leanah M	O:D	343
MINGHINI, Kathryn A	P:M	312
MOHLER, DeVerle T	P:I	506
MOSE, Melonie S	P:I	508
MOSER, Hurley C	O:B	214
MULLEDY, Cindy L	O:A	213
MULLIN, Christopher M	O:A	343
MURPHY, John F	O:B	343
MURPHY, Rhonda S	O:C	214
MURPHY, Ruth M	O:A	301
MYERS, Connie S	C:T:C	139
MYERS, Marvin E	P:I	294

N

NAME	ORG	EXT
NAF, Sharon A	O:A	343
NAPPER, Lucy L	O:B	343
NAVE, Diana L	P:S	158
NEUENHOFF, Pamela E	O:D	301
NEWBRAUGH, Daniel F	O:R:HR:T	267-0260
NEWELL, Robert	R:S:P	444
NICOL, Marie B	R:HR:T	267-0261

NAME	ORG	EXT
NOBLE, Carla A	R:S	267-0246
NOUD, Gloria J	R	380
NOUD, William R Jr	C:P:O	450
O		
OLIVER, Karen M	O:D	343
ORLANDO, Joseph V	R:S	440
ORNDORFF, Kathryn K	O:A	343
OSBORNE, Betty L	O:C	343
OSTROWSKI, John E	C:S:T	483
OTT, Janet I	C:S:U	411
OTT, Mifflin G	O:B	343
OTT, P Wayne	O:D	342
P		
PARKER, Brenda K	O:B	301
PARKINS, C Mike	C:S:T	282
PARRISH, James A	O	385
PEACHER, Allen P	C:T:D	371
PEACHER, Angela Y	O:B	343
PEACHER, Sandi K	C:S:U	410
PECK, Deborah K	O:A	343
PEER, Peter P	P:I	406
PENTONY, Akiko	C:A:A	155
PENTONY, David G	P:C	156
PENWELL, Gloria M	O:A	214
PETERSON, Duane R	C:A:M	131
PHALEN, Charles W Jr	O:B	301
PITTSNOGLE, Almeda J	P	435
PITTSNOGLE, Lawrence K	O:C	343
PITZER, Charles B	R:FM:P	267-0275
PLOTNER, Donald P	R:HR:L	440
POMEROY, Barbara A	C:T:C	286
POTTER, Patricia E	C:A:M	122
POWELL, Beverly J	O:C	343
POYNER, Daniel J	R:FM:B	267-0234
PRICE, ALice A	O:A	343
PRITT, Nancy A	R:HR:L	298
PROKOP, Robert F	O:C	343

NAME	ORG	EXT
Q		
QUAGLIO, Angelina V	C:S:T	317
QUINN, Deborah A	O:B	343
R		
RABE, Jerry	M	261
RAINEY, Kenneth M	O:A	343
RANEY, Cathy A	P:I	239
RATH, Donna J	O:C	532
RAY, Leola F	O:B	214
REEDY, Cassandra L	O:A	301
REEDY, Cathy W	O:A	214
REIDY, Dawn P	R:HR:T	267-0257
REIGHTLER, Vicki K	O:B	214
REISBERG, Patricia L	P:M	544
REUTER, Jo-Carol	O:C	214
REYNOLDS, Wallace P, Jr	O:C	343
RHOE, Kimberly R	O:S	178
RICE, Bonnie S	C:S:P	383
RICE, Tina A	O:C	214
RICHARD, Charles R	C:S:T	258
RICHARD, Patricia A	O:B	343
RIDDLE, Russell J	O:A	532
RIDENOUR, Sandra L	P:S	336
RINKER, Sallye M	O:C	343
RISBAN, Deborah S	O:C	343
RITTER, Charles R Jr	P:I	466
ROACH, Mary L	O:A	343
ROBERTS, Linda R	O:B	301
ROBINSON, Walter M Jr	O:B	343
ROCKWELL, Alma L	R:HR:L	295
ROCKWELL, Scott E	O:D	213
RODERICK, Shelley L	P:I	129
ROGERS, Carolyn F	O:D	343
ROGERS, Clarence W	O:A	343
ROGERS, Robert K	P:I	267-3379
ROMAN, Marvin V	P:I	166
ROMAN, Vernon G	C:S:T	315
ROPP, Charles B	O:C	531
ROSELIUS, Thomas F	C:P	515
ROTZ, Bonnie K	O:C	343
ROTZ, David D	R:S:P	444
ROUSE, Deneen V	O:D	343

NAME	ORG	EXT
ROWLAND, Donald W	O:S	146
ROWLAND, William H	O:A	343
RUPERT, Gerald E	C:A	394
RUPERT, Nancy J	C:S:T	409
RUPPENTHAL, Donna L	C:S:P	332
RUSH, Edgar W	O:C	343
RUSS, Calvin A	O:C	301
RUTHERFORD, Shannon B	P:F	267-0216
S		
SAMPSON, Earl C Jr	P:F	267-0208
SANDERS, Evelyn E	R:HR:E	172
SANDERS, Gordon E	C:P:O	145
SANTOS, Angel O	O:D	214
SAUM, Carole A	P:I	467
SCHAA, Pamela J	R:FM:B	267-0240
SCHELL, Joyce H	M	447
SCHELL, Kathy L	O:B	343
SCHLEY-BURRELL, Jean L	O:B	343
SCHUSTER, R Laurance	C:P:O	426
SCOTT, Elizabeth A	C:S:P	534
SEAL, Charles M	O:C	343
SEALEY, Paulette D	R:HR:E	311
SECKMAN, Barbara J	O:A	343
SECRIST, Phyllis J	O:B	301
SEEDERS, Gloria J	O:D	214
SHADE, Linda K	P:I	162
SHANK, Harry B Jr	O:D	343
SHANK, Jennifer A	O:S	233
SHANTON, Corywn T	O:A	301
SHEELEY, Wayne D	O:C	343
SHELTON, Carol H	O:B	343
SHELTON, Harry E	O:A	343
SHEPHERD, Kristine A	O:B	343
SHEPHERD, Sandra R	O:A	343
SHERRARD, Sherry L	O:B	301
SHOGREN, Allen G	P:S	284
SHRIVER, John E	O:B	342
SHRIVER, Robert L	O:D	343
SIMMONS, Constance D	C:A:M	310
SIMMS, Mildred D	O:D	214
SIMS, Ann P	O:B	214
SIPE, A Lee Jr	C:S:P	217
SKIDMORE, Carol J	O:A	343

NAME	ORG	EXT
SLUSHER, P Gail	O:C	343
SMALL, Eugene J	O:B	212
SMITH, Constance F	O:A	214
SMITH, Harry L	O:C	343
SMITH, Larry E	R:FM:P	267-0276
SMITH, Michelle D	O	385
SMITH, Nellie L	O:B	343
SMITH, Rebecca L	C:S:P	321
SMITH, Richard M	P	435
SMITH, Robert W	O:D	343
SMITH, Timothy J	P:C	480
SMITH, Wanda M	O:C	343
SNEATHEN, Bart E	O:C	353
SNIDEMILLER, M Susan	O:D	343
SNYDER, Gregory S	O:C	343
SOCCINO, Fay V	O:B	352
SOMERS, Karen Jo	O:B	343
SORENSON, Sandra J	O:C	301
SOWERS, G.Jean	P:I	462
SPEROW, Theresa	O:A	343
SPIELMAN, Donna A	O:D	343
SPIKER, Dana J	R:HR:T	267-0251
SPIKER, Kala T	C:S:U	402
SPITZER, Barbara A	O:D	343
SPRIGGS, Tina B	O:D	343
SPRING, Roxanne L	C:S:T	258
SPRINGER, Rhonda P	O:C	343
STALEY, Samuel B	R:FM:P	267-0228
STANLEY, Charles W	O:C	343
STARLIPER, Constance I	C:S:P	292
STEENBURG, Daniel H	O:C	343
STEVENS, Michelle K	O:D	214
STEWART, Debra D	R:HR:E	272
STEWART, Harold E	O:C	342
STEWART, James E	O:D	343
STEWART, Judith A	O:B	343
STIER, Pamela L	C:S:T	224
STOTELMYER, Karen L	O:B	301
STOTLER, Earl F	C:S:T	137
STRAKAL, April L	O:D	343
STRAKAL, Sandra	R:HR:L	307
STRALEY, Tracey A	O:D	343
STULL, Shelley S	C:S:U	362
SUMMERS, Melody L	O:A	214
SUNDERLIN, Mark E	P:M	544

NAME	ORG	EXT
SWINK, Sandra J	O	385
SZAFLARSKI, Dana E	R:HR:E	247
T		
TALBOTT, Patricia K	P:I	111
TASCHNER, Michelle M	O:D	214
TAYLOR, Marion R	O:B	343
TAYLOR, Rose	M:EEO	203
TAYLOR, Teresa L	O:D	301
TEASLEY, Elizabeth M	O:B	343
THARP, Debra L	O:C	343
THARP, Jada S	O:C	343
THOMAS, Brayden R	O:S	262
THOMAS, Judith F	O:D	343
THOMAS, Karen V	O:B	301
THOMAS, Ronald D	O:B	343
THOMPSON, Crystal D	O:A	342
THOMPSON, Janet A	R:FM:B	267-0209
THOMPSON, William E	O:D	343
THORPE, Brian K	O:C	343
TIDMORE, Elizabeth F	O:S	351
TOUP, William L	O:A	343
TRAIL, Nancy R	C:T:C	368
TRENARY, Krista M	O:C	343
TRUITT, Julien F	O:S	460
TURNER, Lois T	O:C	212
TUTWILER, Todd E	O:B	343
TWIGG, Richard A	R:FM:B	267-0206
U		
UNDERWOOD, Norman H	C:A:A	428
UNGER, Diane C	P:I	293
UNGER, Elsie L	C:S:P	320
UNGER, Sarah C	P:I	418
UPWRIGHT, B Scott	C:P:O	484
V		
VANCE, David A	O:A	343
VANCE, Jayson G	O:D	301
VANDEMARK, Ellen L	O:S	230
VANDEMARK, James D	O:D	214
VANDEVENDER, Judith A	O:B	343
VANMIDDLESWORTH, Marlene	O:B	343
VICKERS, Elizabeth J	O:C	301
VIERTEL, Lowell R	R:S:P	444
VOGES, Carolyn V	O:A	352
W		
WALKER, Daniel L	O:B	301
WALKUP, Nina L	O:B	343
WALL, Jewel L	P:I	305
WALLACE, Richard L	C:A:A	144
WALLING, Lillian F	O:C	343
WALTERS, Donna L	P:I	501
WALTERS, Eula G	C:S:U	481
WALTERS, Gary R	P:I	243
WALTERS, Gerry D	O:D	343
WALTERS, Michael T	O:D	301
WARE, Rick E	R:S	267-0246
WASHER, Catherine J	O:C	301
WASHINGTON, Cynthia L	O:C	214
WASHINGTON, Sheila L	O:S	482
WASSON, Doris M	O:B	343
WASSON, George W	O:A	301
WATSON, Ethelene M	O:C	343
WATSON, F Stephen	C:A:A	416
WAYS, Beverly K	R:FM	267-0479
WAYS, Patricia A	R:FM:B	267-0202
WAYS, Paul A	O:A	343
WEAVER, Beverly A	O:D	343
WEEKLEY, Barbara W	P:I	207
WEEKLEY David A	P:S	439
WEIGLE, Franklin D	O:A	343
WELCH, Terri L	O:D	343
WELLS, Diane C	P:F	267-0265
WELSH, Melinda R	O:A	301
WHITACRE, Deborah J	P:I	240
WHITMAN, Mark I	O:B	343
WHITTINGTON, Marcy L	O:S	184
WHITTINGTON, Sharon A	O:B	343
WIDMEYER, Michelle C	O:D	214
WILLIAMS, Dana M	O:D	301
WILLIS, Andrea L	O:B	343
WILLIS, Deborah D	O:C	214
WILSON, Deborah I	R:HR:L	525
WILSON, Sharon Y	P:F	267-0244

NAME	ORG	EXT
WILSON, Shawn P	O:A	214
WINK, Tressa K	O:B	301
WINSTON, Debra D	O:A	214
WOODFORD, Roanld L	C:S:U	363
WRIGHT, Rose J	O:A	343
WRIGHT, Sharon D	O:S	183
WRITT, Michael D	O:A	343
WYNKOOP, Mary A	O:C	343
X		
Y		
YOUNG, Betty L	O:A	343
YOUNG, Dana L	O:D	343
YOUNG, Grace E	C:S:T	317
YOUNG, Michael K	O:D	214
YOUNGBLOOD, Deborah A	P:Q	537
YOUNGBLOOD, Wilson L	O:A	343
YOWELL, Regina M	C:S:P	551
Z		

NAME	ORG	EXT

CONTRACT AND SUPPORT PERSONNEL

Security Systems

American District Telegraph (ADT)		
Maintenance Engineer	Paul Yeargan	(301) 646-2400
Scan-Tech Security Company (X-ray Machine)		
Maintenance Engineer	Ed Majury	(201) 784-1400
Tele-Plus Security Systems		
Maintenance Engineer	Paul Schmidt	(301) 797-9500

Maintenance/Electrical

Ogden Allied, Inc.		Ext. 151 or (304) 263-4541
Project Manager	Butch Smith	
Maintenance Engineers:	Robert Duffey	
	Tony John	
	Doug Palmer	
	John Schilling	
	Jay Stocker	
Potomac Valley Custodial Services		Ext. 136
Project Manager	Joyce Britton	
Cleaning Force:	Steve Bivans	
	Mike Brown	
	Sandra Butts	
	Robin Creek	
	Geneva Jenkins	
	William Kilmer	
	David McAboy	
	Viola Siford	
	Charles Stephens	
	Deborah Tinsman	

Customer Engineers

ECI		Ext. 477 or (800) 477-3241
Customer Engineers	Bob Dial	
	Steve Thompson	
	Allan Weese	

Hitachi Data Systems			Ext. 205 or (304) 267-8911
Customer Engineer	James Thorn		
International Business Machines Corp. (IBM)			Ext. 201 or (800) 426-2504
Field Engineering Specialist	Larry Martz		
International Business Machines Corp. (IBM)			Ext. 151 or (301) 733-9500
Systems Engineer	James Lampson		
UNISYS			Ext. 302 or (800) 433-7276
Group Leader	Paul F Leporini	CE# 9592-0691	
Customer Engineers:	Eric Savage	CE# 9592-0692	
	Jack Zdziera	CE# 9592-0693	
	James D Mattocks		
	Michael F Shunney		
	Larry Wright		
WASHINGTON DATA SYSTEMS			Ext. 206 Answering Service: (304) 274-8859
Customer Engineers:	Robert Budynas		
	Rodney Cesa		
	Clint Hogbin		
	Rodney Rockwell		
	Williard Tinsman		

GENERAL TELEPHONE INFORMATION

The Martinsburg Computing Center (MCC) telephone system is to facilitate the conduct of official business. It is not to be used for private business or political solicitation of IRS employees, thereby disrupting the orderly conduct of Government business. Pay phones are conveniently located in MCC and the National Information Training Site for personal calls.

REMEMBER: Give your commercial number to a person who will call you commercially.

Give your FTS number to a person who will call you on FTS.

When you take telephone messages, indicate whether the callback number is commercial or FTS.

Enterprise, Watts and Credit Card Calls - Dial 0. The MCC Operator will assist you.

REPORTING TELEPHONE TROUBLE

Report all telephone trouble to the Receptionist at Extension 440 or to the Telecommunications Section on Extensions 282, 283, 315, or 529.

REQUEST FOR TELEPHONE SERVICE

Submit all requests for installation or change of telephone service on Form 1334, Requisition for Equipment, Supplies or Service. If three or more instruments will be involved in a move, the requisition must be accompanied by a simple floor plan. Under no circumstances will users move, change, alter, or place attachments on telephone equipment. Change of equipment, change in cords (longer), different dialing options, additional phones, please call the Telecommunications Section on Extensions 282, 283, 315, or 529 for assistance.

DIRECTORY CHANGES

In order to keep the directory updated, please complete Form MCC-321, MCC Telephone Directory Update, when changes occur and sumit it to the Telecommunications Section , ISM:M:C:S:T. A copy of Form MCC-321 is located in the back of the directory.

If you have any questions, please call the Telecommunications Section at Extensions 283 or 224 for assistance.

KNOW YOUR TELEPHONE

Tones

DIAL TONE:	A continuous steady tone (you may dial).
RECALL DIAL TONE:	Three short tones followed by dial tone (switch hook properly depressed, proceed).
CONFIRMATION TONE:	Three short tones (action accepted, proceed).
SIREN TONE:	Alternating high and low "siren" tone (dialing error made or feature denied).
RECORDER TONE:	Fast busy tone (call temporarily blocked, try again later).

Signals

ONE SHORT RING OR SOFT BEEP:	Call from another extension.
TWO SHORT RINGS OR SOFT BEEPS:	Call from outside system.
THREE SHORT RINGS OR THREE SOFT BEEPS:	Priority call.
SPECIAL AUDIBLE RING:	Lower pitch at the end (signals caller that call waiting tones have been sent to the called extension.

Switch Hook Operation

SWITCH HOOK:	Buttons where handset rests when not in use.
DEPRESS SWITCH HOOK:	Press down firmly as far as it will go and then release immediately.

Dialing Instructions

AUTOMATIC CALLBACK (to be called back by busy number)

To Activate:	Listen for dial tone; dial *5, dial extension, hang up immediately. You will be called back.
When you are called:	Listen for 3 short rings, lift handset, hear ringing, wait for answer.
To Cancel:	Listen for dial tone, dial #5, hang up.

CALL FORWARDING (all calls will ring at another number)

To Activate: Listen for the dial tone, dial *2, dial extension, hang up immediately. Your calls will be forwarded.

To Cancel: Listen for dial tone, dial #2, hang up.

CALL FORWARDING & BUSY/DOES NOT ANSWER (to provide backup coverage for incoming calls)

To Activate: Listen for the dial tone, dial *3, dial extension hang up immediately. Your calls will be forwarded.

To Cancel: Listen for dial tone, dial #3, hang up.

CALL HOLD (to put a call on hold)

To hold a call: Depress switch hook, dial *4, lay hand set down. DO NOT HANG UP.

To hold call and consult with another:
Depress switch hook, dial *4, dial third party, party answers.

To alternate between held calls:
Depress switch hook, dial *4, begin talking. Your present call is put on hold and the previously held call is returned to your line.

To return to held call:
Hang up, your phone will ring, answer and resume conversation.

CALL PICKUP (to answer a ringing phone in pickup group)

To pick up from idle phone:
Listen for dial tone, *7, begin talking.

To hold call and pick up:
Depress switch hook, dial *4, dial *7, begin talking. Your present call is put on hold and the incoming call is put through to your line.

To alternate between held calls:
Depress switch hook, dial *4, begin talking. Your present call is put on hold and the previously held call is returned to your line.

To return to held call:
Hang up, your phone will ring, answer and resume conversation. The other party is disconnected.

CALL WAITING SIGNAL (to answer)

To end call & answer:
Hang up, phone will ring, answer. The other party is disconnected.

To hold call, answer:
Depress switch hook, dial *4, dial *9 answer. Your present call is put on hold and the incoming call is put through to your line.

To alternate between held calls:
Depress switch hook, dial *4, answer. Your present call is put on hold and the previously held call is returned to your line.

To return to held call:
Hang up, phone will ring, answer. The other party is disconnected.

PAGING REPLY (to reply to a paging announcement)

To reply from idle phone:
Listen for dial tone, dial reply code given in paging announcement, talk.

To hold call & reply:
Depress switch hook, dial *4, dial reply code given paging announcement, talk.

To return to held call:
Hang up, phone will ring, answer. The other party is disconnected.

THREE WAY CONVERSATION (to add a third party to existing call)

To add third party:
Depress switch hook, dial third party, when answered, depress switch hook, begin talking. If the third party cannot be reached, depress switch hook to be reconnected with the original party (depress it twice if the third party is outside your system).

To drop third party:
Any one party hangs up, remaining two talk. One remaining party must be within the system.

TRANSFER (to transfer a call)

To transfer a call:

Depress switch hook, dial second party hang up. If party cannot be reached, depress switch hook to be reconnected with your original party.

To transfer a call to a third party:

Depress switch hook, dial third party, third party answers, announce call, hang up, call is transferred.

TRUNK QUEUING (to be called back when a busy outside line becomes free)

If you dial any access code for an outside line and hear:

DIAL TONE: Proceed with dialing.

CONFIRMATION TONE: Hang up immediately, you are in queue and will be called back. If you do not wish to be placed in queue, hold the line until you hear recorder (fast busy) tone, then hang up.

FAST BUSY TONE: Hang up, try again later; the queue is full.

When you are called:

Listen for 3 short rings, listen for dial tone, dial back desired number, do not redial access code.

To correct a dialing error when dialing after a callback:

Depress switch hook, dial *6, redial number, do not redial the access code.

To get out of queue:

Listen for dial tone, dial #5, hang up. You are no longer in queue.

CENTREX DIALING INSTRUCTIONS

HOLD: Depress Switchhook/TAP. Dial Call Hold code *79.

CALL PICKUP:

Dial Call Pickup code *78.

CALL FORWARDING:

Dial Call Forwarding code *72. Dial telephone number.

CANCEL: Dial Cancel code *73.

CENTREX numbers are accessed by dialing "9" then the seven digit Centrex extension on phones equipped with direct outside dialing capabilities. Calls on phones not equipped with direct outside dial must be made through the MCC Operator/Receptionist. FTS lines should not be used to access local Centrex numbers. FTS lines should be utilized for National Office and long distance business calls.

TELECOMMUNICATION DEVICES FOR THE DEAF (TDD)

Telecommunication Devices for the Deaf (TDD) have been installed at various locations within MCC and at the National Information Systems Training Center to facilitate the receiving and sending of communications by the hearing impaired. These TDD equipped telephones are to be used exclusively by those individuals who have hearing deficiencies which make it difficult or impossible for them to use regular telephones.

Direct In-Dial Commercial (located in the Operations Branch Chiefs Office)	(304) 263-4307
Tape Library RJE	FTS 937-8301
Production Control	FTS 937-8344
Applications Support RPA's	FTS 937-8121
Systems Software Programmers	FTS 937-8456
Information Returns Branch	FTS 937-8487
NISTC Library (304) 267-0220	

FEDERAL TELECOMMUNICATIONS SYSTEM (FTS)

Martinsburg Computing Center	937-8117

The Federal Telecommunications System (FTS) is a Government network of leased long-distance circuits. Its purpose is to provide a dedicated Federal Communications Network fora wide range of services at costs below commercial rates.

FTS Instructions

To place a call to another FTS number (this is called "On-Net"):

Dial the FTS access code "8
Listen for confirming dial tone
Dial 7-digit FTS number you wish to reach

Direct Dial FTS:

Dial the FTS access code "8"
Listen for tone then dial the area code plus 7-digit commercial number you wish to reach
(includes calls to area code 304)

When unable to use FTS facilities, authorized calls may be placed on commercial lines by the Operator. Dial the operator "0" and request the number to be dialed and the purpose. Official business commercial telephone calls must be certified by the Branch Chief.

You may dial any commercial telephone in any other area from your office phone. To place a call to other locations during business hours, consult your FTS Telephone Users' Guide or contact the Martinsburg Computing Center receptionist.

Report any FTS circuit problems to the receptionist, extension 440, or Telecommunications Section at Extensions 282, 283, 529 or 315. Indicate the number you were calling and the problem.

PAGING ZONES

All requests for paging should be directed to the MCC switchboard operator.

Page Access #	Area
32	Training rooms
33	Upstairs open office area
35	Executive wing
38	Mechanical equipment rooms
39	Personnel office area
40	Production Control, Tape Library
41	Tape Library and shipping
42	Downstairs open office area
43	All areas except executive wing
44	All areas

PANAFAX

MCC	Processing Validation Section (Room 103)	FTS-937-8438
	Production Control Unit (Room M20)	FTS-937-8221
	Tape Library Section (Room M03)	FTS-937-8437
	Information Returns Branch (Room 102)	FTS-937-3366
	Capacity Management Section/Telecommunications Section/User Support Section	FTS-937-3368
	Commercial Calls	(304) 267-2911
	Ask operator for appropriate extension (last three digits of FTS number).	
NISTC	Facilities Management Branch (Room 126)	(304) 267-0267
MCC Storage Facility		FTS-937-0287
Federal Building (Corporate Files Support Section)		FTS-937-0329

SERVICE CENTERS

Andover	840 + 4 digit extension 840 - 5660 *
Atlanta	232 + 4 digit extension 232 - 2141 *
Austin	760 + 4 digit extension 760 - 8014 *
Brookhaven	663 + 4 digit extension 663 - 6032 *
Cincinnati	778 + 4 digit extension 778 - 5173 *
Fresno	461 + 4 digit extension 461 + 6111 *
Kansas City	926 + 4 digit extension 926 - 5899 *
Memphis	228 + 4 digit extension 228 - 5555 *
Ogden	586 + 4 digit extension 586 - 6092 *
Philadelphia	481 + 4 digit extension 481 - 2527 *

DETROIT COMPUTING CENTER

Detroit, Michigan	226 + 4 digit extension 226 + 3617 *

* Use if you do not know the 4 digit extension of the party you wish to call.

TRANSPORTATION

AIRLINES

Allegheny Commuter	1-800-428-4253
American Airlines	1-800-433-7300
Continental Airlines	1-800-525-0280
Delta Air Lines	1-800-221-1212
Eastern Airlines	1-800-327-8376
Midway Airlines	1-800-621-5700
Northwest Airlines	1-800-225-2525
Pan Am Airlines	1-800-221-1111
Piedmont Airlines	1-800-251-5720
Trans World Airlines	1-800-221-2000
United Airlines	1-800-241-6522
USAir	1-800-428-4322

AUTOMOBILE RENTING & LEASING

Avis	1-800-331-1212
Economy Rent-A-Car, 301 Wilson Street	(304) 263-3341
Hertz - Worldwide Reservations	1-800-654-3131
Local Licensee, 202 Winchester Avenue	(304) 263-7823

RAIL SERVICE

Amtrak	
Reservations and Information	1-800-872-7245
Passenger Station, 229 E Martin Street	(304) 263-3376

TAXICABS

City Cab, 100 West Martin St.	(304) 263-4973

BUS LINES

Pantran	263-0876
Greyhound	
Winchester	(703) 662-4161
Hagerstown	(301) 739-7420
Washington, D.C.	(202) 565-2662

LODGING

Martinsburg

Arborgate Inn I-81 & Rt 9	(304) 267-2211
Best Western Leisure Inn I-81 & Rt 9	(304) 263-8811
Econo Lodge I-81	(304) 274-2181
Days Inn - Shenandoah 209 Viking Way	(304) 263-0906
Martinsburg Motel 1403 N Queen	(304) 263-4771
Pikeside Motel Pikeside	(304) 263-5189
Ron-De-Motel 1024 Winchester Ave	(304) 267-2935
Sheraton 301 Foxcroft Ave	(304) 267-5500
Super 8 Motel I-81 & Rt 9	(304) 263-0801
Wheatland Motel 1193 Winchester Ave	(304) 267-2994
Windewald Motel 1022 Winchester Ave	(304) 263-0831

Charles Town

Circle Motel S. Mildred, Ranson	(304) 725-7514
Serenity Motel 401 N. Mildred, Ranson	(304) 725-1447
Sportsmen Motor Lodge Rt. 340 N	(304) 725-2041
Towne House Motor Lodge E Washington	(304) 725-8441
Turf Motel Rt. 340 N	(304) 725-2081

Harpers Ferry

Cliffside Inn Hwy 340 N	(304) 535-6302
Hilltop House	(304) 535-6321

Shepherdstown

Bavarian Inn & Lodge	(304) 876-2551

Winchester,VA

Best Western Lee Jackson Motor Inn 711 Millwood Ave	(703) 662-4154
Quality Inn East 603 Millwood Ave	(703) 667-2250
Apple Blossom Motor Lodge 2951 Valley Ave	(703) 667-1200
Holiday Inn 1050 Millwood Pike	(703) 667-3300
Howard Johnson I-81 & US 11	(703) 667-3802
Mount Vernon Motor Inn 2645 Valley Ave	(703) 662-6878
Quality Inn Boxwood South 2649 Valley Ave	(703) 662-2521
Hampton Inn 643 Millwood Ave	(703) 667-8011

The above list is provided for information purposes only. It is not all-inclusive of the facilities available in the area. The appearance of any visitor accommodations in this list in no way implies any endorsement, preference or recommendation of the Internal Revenue Service, the Martinsburg Computing Center, its management or its employees.

To: Telecommunications Section ISM:M:C:S:T

The following information involves a change /addition/deletion to the current issue of the MCC Telephone Directory.

CHANGE FROM:

Last Name	First Name
Division and Branch Symbols	Telephone Extension

CHANGE TO:

Last Name	First Name
Division and Branch Symbols	Telephone Extension

This telephone (is / is not) equipped with a TDD.
circle one

Signature	Date

SUBJECT LISTINGS FOR QUICK REFERENCE

Building Maintenance	267-0234
Cafeteria - MCC	223
- NISTC	267-0271
Communications Tech	137/258/317
Computer Room Supervisors:	
Systems Unit I	352
Systems Unit II	353
Systems Unit III	531
Computer Systems:	
ACS	142/253
CRS	143
DIS	299
ICS	159
Mitrons	250
MRS	474
Printer Pool	211
RH-3090	175
SA	141
SB	140
SG	255
100-84 Univac (SD)	265
1100-82 Univac (SE)	264
IBM System 3	476
RJE	148/301
System 36	160
VA Center	552
Conference Rooms (to schedule)	
M101 Corner Conference Room	440
Training Rooms	442
Director's	Div Secretaries
Berkeley Plaza	267-0236
NISTC	267-0249
Conference Rooms	
Corner Conference M101	267
Training	495/496
Director	357
Credit Union	288
Customer Engineers:	
ECI	477
IBM	201
Hitachi	205
Unisys	302
Washington Data Systems	206
EEO/FWP	203
Emergency	444/445
Govt. Drivers License	267-0203
Health Room	204
Imprest Fund	267-0204
Lost and Found	444
Lockers	267-0222
NTEU Office	443
Repairs: Copiers	209
Office Equip	267-0222
Telephone	282
ReveNEWS	267-0463
Security Guard Posts:	
Main Gate	430
Lobby	444/445
North Entrance	431
Loading Dock	492
Safety Officer	267-0209
Supply	267-0222
Tape Library	212/213
Shipping/Receiving	215
VA 308B	185
Timekeeping	295/298
* TTD In-Dial	(304)263-4307
Tape Library	FTS 937-8301
Prod Control	FTS 937-8344
Software	FTS 937-8456
Applications	FTS 937-8121
IRB	FTS 937-8467
NISTC Library	(304)267-0220

*Exclusively for use by hearing impaired

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